

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



AIR FORCE INSTRUCTION 36-704

**KIRTLAND AIR FORCE BASE
Supplement 1**

15 JUNE 1995

Personnel

DISCIPLINE AND ADVERSE ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement is applicable to all activities serviced by the 377th Mission Support Squadron (MSS) Civilian Personnel Office.

AFI 36-704, 22 July 1994, is supplemented as follows:

5.2.1. Supervisors who perform the full range of personnel management duties will issue oral notices of proposed reprimands and written notices of proposed suspensions and adverse actions. In cases of proposed reprimands and proposed suspensions of 14 days or less, proposing officials normally will receive the employee's replies, make final decisions, and issue final decision letters. For all other proposed adverse actions, a higher-level supervisor than the proposing official will be the deciding official. The provisions of this paragraph will not apply where: a) otherwise specifically coordinated with and authorized by the Civilian Personnel Office, and b) otherwise provided by a negotiated agreement.

6.1. Supervisors must coordinate all written notices of proposed actions and final decisions with their organization's servicing employee relations specialist before issuance. Supervisors should allow sufficient time for case review and coordination and still permit prompt and timely processing.

28.1.4. Proposing officials will inform employees of the time period in which they may respond to proposed actions (normally not to exceed 10 calendar days) and the amount of official time the employee may use (normally not to exceed 8 hours) to review supporting material and prepare replies.

28.1.6. (added) The period of time in which the employee may respond to a proposed action, the amount of official time which the employee may be granted, and any time extensions, must be coordinated in advance with the designated specialist in the Employee and Labor-Management Relations Section.

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